

Emergency Action Plan

This document can be used for sessions held at managed venues or venues where there are no staff. Where the coach is ultimately responsible for health and safety there is greater onus on them to ensure that safety provision is adequate. EAP should be read in conjunction with the Risk Assessment.

Venue:	ARDINGLY RESERVOIR		
EAP created by:	DEBBIE WARE	Date Created:	18.04.20
Venue Address: (Inc. Postcode/ Grid Reference)	ARDINGLY ACTIVITY CENTRE, ARDINGLY RESERVOIR, ARDINGLY, WEST SUSSEX, RH17 6SQ. 01444 892549		
Type(s) of Activity this EAP applies to:	OPEN WATER SWIMMING		
Who is ultimately responsible for Health & Safety during these sessions:	Venue Staff <input type="checkbox"/> Coaching Staff <input checked="" type="checkbox"/> Other Comments:	THESE ARE UNCOACHED TRAINING SESSIONS. SAFETY IS RESPONSIBILITY OF CLUB OFFICIALS ALONG WITH VENUE STAFF	
How will venue staff be contacted in emergency:	ON SITE AND VIA RADIO		
Location of Phone/Mobile Reception Tested:	POOR MOBILE RECEPTION. LANDLINE IN OFFICE NEARBY		
Location of the nearest first-aid qualified person:	ALL VENUE STAFF ARE FIRST AID TRAINED. ALWAYS ONE PRESENT. MANY MEMBERS ARE ALSO MEDICALLY TRAINED		
Location of first-aid equipment:	ON ALL VENUE LAUNCHES		
Location of Defibrillator:	IN VENUE MANAGERS OFFICE		
Non-Managed Venues			
How to contact Emergency Services:	DIRECT VIA TELEPHONE/MOBILE OR VIA VENUE STAFF		
How will Emergency Services be directed to the scene of an incident:	BY PERSON MAKING CALL		
Who else is available to help in case of issues:	THERE IS ALWAYS A CLUB SAFETY TEAM PRESENT INCLUDING SPOTTER. AAC STAFF PRESENT BOTH ON THE WATER AND IN CENTRE, PLUS OTHER CLUB MEMBER SWIMMERS		
Managed Venues: List the Actions that the COACH can undertake to ASSIST venue staff: Non-Managed Venues: List ALL the Actions that the COACH will undertake and Manage others to do if any of the following situations occurs:			

<p>Evacuation:</p>	<p>The circumstances envisaged for evacuation are:</p> <ol style="list-style-type: none"> 1. Extreme weather (heavy rain, thunderstorm, lightening etc) 2. Emergency involving a swimmer (see Major Injury section) 3. Any other circumstance where the safety of the swimmers in the water is threatened as recognized by either the Spotter or Kayakers <p>The Spotter and Kayakers are in radio contact at all times and will between them confirm that the swimmers need to evacuate the water. Klaxons will be sounded and Kayaker(s) will repeatedly strike their paddles against the side of the kayak to warn swimmers that a potential emergency has occurred.</p> <p>Swimmers will be advised by the Kayakers to exit the water</p> <p>Using the sign in/out register check all swimmers are accounted for.</p>
<p>Missing Person:</p>	<p>It is important that all swimmers are signed into the water and signed out on exit. In the event that a swimmer goes missing having been signed in but not out of the water, an assessment must be made to establish if they have left without signing out, whilst the kayaker(s) search the swim area. Enquiries to be made with other swimmers including if necessary ringing the phone of the 'missing' swimmer to establish their whereabouts.</p> <p>If the situation is not resolved swiftly then contact the missing person's ICE contact, venue staff and emergency services must be alerted.</p>
<p>Minor Injury:</p>	<p>If casualty out of the water and requires treatment refer to club member with first aid/medical background and/or a member of the venue staff, all of whom are first aid trained.</p> <p>If treatment compromises safety of remaining swimmers due to Spotter/kayaker becoming involved then session should be stopped.</p> <p>If casualty is in the water kayaker needs to make an assessment and call the venue staff to the scene in the launch, to return the casualty to shore if required. At this point the incident is treated as a Major Injury – see below.</p> <p>First Aid kits available on launches and in office.</p> <p>Casualty is not to be left alone until it is safe to do so.</p> <p>All incidents to be reported to Safety Team and entered in Accident Book</p>

Major Injury:	<p>If casualty is in the water:</p> <ul style="list-style-type: none">• Spotter or Kayaker (s) will confirm incident and radio call for assistance to venue staff for the launch• Spotter to sound the klaxon• Kayakers will repeatedly strike their paddles against the side of the kayak to warn swimmers of an incident• Nearby swimmers to remain close and assist if required, at the direction of the kayakers or launch• <u>All other swimmers to form into groups and keep clear of the incident area to allow the launch full access.</u>• Once the launch has recovered the swimmer and taken them ashore, the klaxon will sound again and all swimmers will vacate the water• If, and only if, it is deemed safe to return to the water then swimmers will be allowed back in. <p>Techniques to recover a casualty from the water are shown on the Club website practice drill video. Casualty should NOT be pulled through the water. Due to Covid risk, physical contact should be minimised where possible, however in the case of an emergency where life is at risk or serious harm possible all steps must be taken to secure the correct treatment for the casualty.</p> <p>Arrange for emergency services to be called and attend ensuring an accurate description of the location is given. If mobile phone reception is poor use landline in centre office.</p> <p>First Aid is available via medically trained club members and venue staff who are all first aid trained. Defibrillator is located in the Activity Centre office.</p> <p>If casualty attends hospital someone to go with them</p> <p>Contact family member.</p> <p>Make a record of the incident and pass this to Debbie Ware for entry in the Accident Book.</p> <p>Inform the Welfare Officer Jean Fish.</p>
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Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):



